

DIRECTORATE OF ADMINISTRATION OVERTIME TASK FORCE
MINUTES
12 September 1989

DDA/REG
LOGGED

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89-1663X

STAT 1. The meeting was called to order by the Chairperson,
[redacted] at 0800 hours in the Director of
Administration's Conference Room. In attendance were:

STAT [redacted] - Office of Communications
- Office of Financial Management
Office of Information Technology
- Office of Logistics
- Office of Personnel
- Office of Security
- Office of Training and Education

STAT 2. [redacted] provided the Task
Force with a review of overtime expenditures within the Office
of Security (OS) in the Security Protective Officer (SPO) and
Security Escort Programs. They outlined their recent review
of these programs and their strategies for reducing the amount
of overtime being expended. They indicated that there were
currently SPO posts which could be eliminated or manned by
receptionists. It was requested that this information be put
in the form of a staffed-out proposal with impact statements
and submitted to the DA for approval. Hopefully, the proposal
is one that could be enacted early in Fiscal Year 1990 and can
provide some relief to SPO manning requirements. There was
considerable discussion regarding procedures associated with
STAT the Security Escort Program. [redacted] indicated that he
believes the review and management interest in the program will
bring efficiencies.

2. The balance of the meeting included a brief discussion
of the Task Force's review process which is now underway.

3. The meeting adjourned at 0945 hours. The next meeting
is scheduled for 19 September at 0800 in the DDA's Conference
Room, 7D18 OHB.

STAT

[redacted]
Chairperson, Overtime Task Force

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FILE: 0814-39-AR

SUBJECT: Overtime Task Force

STAT ORIG:EXA/DDA

Distribution:

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- 1 - Each DA Overtime Task Force Member
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